Attachment J

Data Validation Report - Blank Forms

i. DQO Summary Form
ii. ORDA/IRDA Form
iii. Telephone Log or Regional/Laboratory Communication Form
iv. Data Validation Worksheets
v. Chain-of-Custody Form
vi. Traffic Report

A separate Form should be completed for each sampling event. Refer to Attachment A for instructions on completing this form, Attachment B for a complete list of the parameter codes and Attachment C for an example of a completed form.

1. EPA Program: TSCA CERCLA RCRA DW NPDES CAA
Other:_____
Projected Date(s) of Sampling_____
EPA Site Manager_____
EPA Case Team Members_____
_____
_____

Site Name_____
Site Location_____
Assigned Site Latitude/Longitude_____
CERCLA Site/Spill Identifier No. 01 _____
_____(Include Operable Unit)
Phase: ERA SA/SI pre-RI RI (phase I, etc.) FS RD RA post-RA
(circle one)
Other:_____

2. QAPjP Title and Revision Date_____
_____
Approved by:_____Date of Approval:_____
Title of Approving Official:_____Organization*:_____
*If other than EPA, record date approval authority was delegated:_____

EPA Oversight Project (circle one) Y N
Type of EPA Oversight (circle one) PRP or FF Other:_____
Confirmatory Analysis for Field Screening Y N
If EPA Oversight or Confirmatory: % splits_____
Are comparability criteria documented? Y N

3. a.	Matrix Code[1]								
b.	Parameter Code[2]								
c.	Preservation Code[3]								
d.	Analytical Services Mechanism								
e.	No. of Sample Locations								
f.	**Field QC:** Field Duplicate Pairs								
g.	Equipment Blanks								
h.	VOA Trip Blanks								
i.	Cooler Temperature Blanks								
j.	Bottle Blanks								
k.	Other:_____ _____								
l.	PES sent to Laboratory								
m.	**Laboratory QC:** Reagent Blank								

n.	Duplicate								
o.	Matrix Spike								
p.	Matrix Spike Duplicate								
q.	Other:_____								

4. Site Information
Site Dimensions_____
List all potentially contaminated matrices_____
Range of Depth to Groundwater_____
Soil Types: Surface Subsurface Other:_____
Sediment Types: Stream Pond Estuary Wetland Other:_____ Expected
Soil/Sediment Moisture Content: High Low

When multiple matrices will be sampled during a sampling event, complete Sections 5-10 for each matrix. Matrix Code[1]_____

5. Data Use (circle all that apply) Site Investigation/Assessment PRP Determination Removal Actions
Nature and Extent of Contamination Human and/or Ecological Risk Assessment
Remediation Alternatives
Engineering Design Remedial Action
Post-Remedial Action (quarterly monitoring) Other:_____

6. Summarize DQOs:_____

Complete Table if applicable

COCs	Action Levels	Analytical Method-Quantitation Limits

7. Sampling Method (circle technique) Bailer Low flow pump (Region I method: Yes No) Peristaltic Pump
Positive Displacement Pump Faucet or Spigot Other:_____
Split Spoon Dredge Trowel Other:_____
Sampling Procedures (SOP name, No., Rev. #, and date)_____
List Background Sample Locations_____
Circle: Grab or Composite
"Hot spots" sampled: Yes No

8. Field Data (circle) ORP pH Specific Conductance Dissolved O_2 Temperature Turbidity
Other:_____

9. Analytical Methods and Parameters

Method title/SOP name	Method/SOP Identification number	Revision Date	Target Parameters (VOA, SV, Pest/PCB, Metals, etc.)

10. Validation Criteria (circle one) 1. Region I, EPA-NE Data Validation Functional Guidelines for Evaluating Environmental Analyses, Part II, III or IV
2. Other Approved Validation Criteria:_____
Validation Tier (circle one) I II III Partial Tier III:_____
Company/Organization Performing Data Validation_____Prime or Subcontractor (circle one)

11. Company Name_____Contract Number_____
Contract Name (e.g. START, RACS, etc.)_____Work Assignment No._____
Person Completing Form/Title_____Date of DQO Summary Form Completion_____

Matrix Codes[1] - Refer to Attachment B, Part I
Parameter Codes[2] - Refer to Attachment B, Part II

Preservation Codes[3]

1. HCl to pH # 2
2. HNO_3
3. $NaHSO_4$
4. H_2SO_4
5. Cool @ 4EC (± 2E)
6. NaOH
7. $K_2Cr_2O_7$
8. Freeze
9. Room Temperature (avoid excessive heat)
10. Other (Specify)

N. Not preserved

* - To supplement Matrix Codes and/or Parameter Codes contact the QA Unit

ATTACHMENT A

Guidance for Completion of DQO Summary Form

DISTRIBUTION:

1) Copies of completed DQO Summary Forms should be included in the QAPjP/SAP.

2) A. Copies of completed DQO Summary Forms for all CLP RAS work requested by EPA Site Managers, EPA contractors, including RACS, ROC, and START, and other Federal Agencies under Interagency Agreements, i.e., ACOE, and States under Cooperative Agreements should be sent with the quarterly sample projections to the Region I RSCC. Completed DQO Summary Forms for CLP RAS work must be received by the RSCC prior to the sampling event.

   B. Copies of completed DQO Summary Forms for non-CLP DAS work performed for EPA Site Managers and EPA contractors must be received by the Region I RSCC prior to the sampling event.

   C. DQO Summary Forms for non-CLP work performed under Interagency Agreements, Cooperative Agreements, and Grants must be completed prior to the sampling event, submitted to the "Authorizing Organization", as delegated by EPA, and included in the site documents.

3) Copies of completed DQO Summary Forms also must be included in the Data Validation Report or Tier I Validation Cover Letter (refer to Part I of the "Data Validation Manual" in the Region I, EPA-NE Data Validation Functional Guidelines for Evaluating Environmental Analyses), December 1996, or most recent revision.

INSTRUCTIONS:

Note: A separate Form should be completed for each sampling event. For sampling events involving multiple environmental matrices, complete Sections 5-10 for each matrix and ensure that the two-letter matrix code is identified in Section 5. Enter the page number and total number of pages in the top right hand corner on the Form.

Section 1:

- **!** Circle the appropriate EPA Program(s) involved in multi-media, multi-programmatic sampling events including, TSCA, CERCLA (i.e, Superfund), RCRA, DW (Drinking Water), NPDES, CAA (Clean Air), or fill in the blank for "Other:_____".
- **!** List projected date(s) of sampling. The sampling dates should be inclusive of all matrices that will be sampled during this sampling event.
- **!** Record the EPA Site Manager's name.
- **!** List the names of the other EPA Case Team Members.
- **!** Enter the site name. Use the NPL site name. If an NPL site name does not exist, then use the site name assigned under CERCLIS.
- **!** Record the name of the city/town and State where the site is located in the "Site Location" field.
- **!** Record the "Assigned Site Latitude/Longitude". Those numbers should be identical to those contained in CERCLIS database. Contact the EPA Site Manager to obtain correct Latitude/Longitude.
- **!** Record the CERCLA site/spill identifier number, including the operable unit number. Contact the EPA Site Manager to obtain the correct identifier numbers.
- **!** Circle the appropriate phase of Superfund site work (ERA: Environmental Risk Assessment, SA/SI: Site Assessment/Site Investigation, RI: Remedial Investigation, FS: Feasibility Study, RD: Remedial Design, RA: Remedial Assessment, post-RA: post-Remedial Assessment, i.e., quarterly monitoring). For non-Superfund site

work, identify sampling event phase in the "Other" field.

Section 2:

- Record the complete title of the final QAPjP and revision date.
- Enter name of the Approving Official.
- Record date that the QAPjP was approved.
- Enter title of the Approving Official.
- Enter name of organization that has approval authority. This will be EPA, unless approval authority has been delegated by EPA to a State or other Federal Agency.
- If another organization has been delegated approval authority, then enter the date that EPA delegated approval authority (date of Quality Assurance Management Plan approval).
- Identify whether the project sampling event is an EPA oversight project, circle Yes or No.
- Indicate type of oversight by circling either Potentially Responsible Party (PRP) or Federal Facility (FF), or complete the blank for "Other:_____".
- Identify whether confirmatory sampling and analysis is being performed to verify field screening results, circle Yes or No.
- If EPA oversight or confirmatory analysis will be performed, record the percentage of split samples to be collected and analyzed.
- If EPA oversight or confirmatory analysis will be performed, identify whether comparability criteria are documented in the approved QAPjP or SAP, circle Yes or No.

Section 3:

a) List the two letter code for each matrix for samples that will be collected. Refer to Appendix B for a correct list of matrix codes. If a matrix does not have a corresponding code, then attach a description of the matrix to the DQO Summary Form.

Note: The matrix codes correspond to the matrix identifiers contained in the New England Sample Tracking System (NESTS) database. The current list of matrix codes are not intended to include all types of environmental matrices. However, they do represent groupings of similar-type matrices that potentially contain similar analytic interferences. For example, the matrix code GW (ground water) includes water from monitoring wells, supply wells, and public wells.

b) For each matrix, identify the analytical parameters for samples that will be collected by recording the appropriate parameter code. Refer to Appendix B for a current list of parameter codes. If an analytical parameter does not have a corresponding code, then the method title and/or SOP name, method and/or SOP identification number, and method and/or SOP revision date should be included and recorded in Section 9 of this Form.

Note: The parameter codes correspond to the analytical method parameters utilized in NESTS database. Appendix B includes a comprehensive list of analytical methods that have been used historically for Region I site work.

c) For each matrix and parameter, identify the preservation technique that will be used by recording the appropriate preservation code. Refer to the reverse side of this Form for a list of preservation codes.

d) Record the analytical service(s) mechanism that will be used for

each matrix and parameter;

- CLP-RAS (CLP-Routine Analytical Service) This service may be utilized by EPA site managers, EPA contractors including, RACS, ROC, and START contracts. It may also be utilized under Interagency agreements, i.e., by the ACOE, and under Cooperative Agreements with the States.
- RACS-DAS (Remedial Alternative Contracting Strategy-Delivery of Analytical Services)
- ROC-DAS (Regional Oversight Contract-DAS)
- START-DAS (Superfund Technical Assessment and Remediation Contract-DAS)
- EPA-NERL (EPA-New England Regional Laboratory)

- Regional EPA-NE analytical contract
- State-Non-CLP
- Other Federal Agency Non-CLP
- If another analytical mechanism will be used, describe in detail on a separate page and attach to the Form.

e) Record the number of discrete locations that will be sampled for each parameter. The "No. of Sample Locations" count should include the site and background locations sampled.

! Record the number of each type of field QC sample that will be collected and sent to the laboratory for analysis for each matrix and parameter.

f) Record the number of Field duplicate sample pairs (which will equal "1" for each pair of field duplicates) that will be collected.
g) Enter the number of equipment/rinsate blanks.
h) Enter the number of VOA Trip blanks.
i) Enter the number of Cooler Temperature blanks that will be used.
j) Enter the number of Bottle Blanks that will be analyzed.
k) Describe any other field QC samples and the total number that were collected and that will be sent to the laboratory.
l) Enter the number of PESs that will be sent to the laboratory in accordance with EPA Region I Performance Evaluation Program Guidance, July 1996.

Note: The total of "e-l" equals the total number of samples sent to a laboratory for each matrix and parameter.

! Record the number of each type of laboratory QC sample that will be analyzed with the samples received.

m) Enter the minimum number of reagent blanks that will be analyzed.
n) Enter the number of laboratory Duplicates that will be analyzed.
o) Enter the number of matrix spikes that will be analyzed.
p) Enter the number of matrix spike duplicates that will be analyzed.
q) Describe any other laboratory QC samples and the total number that will be analyzed.

Section 4:

! Enter the approximate site dimensions with units.
! List all potentially contaminated matrices, regardless of whether or not they will be sampled during this sampling event.
! For well sampling, complete "Range of Depth to Groundwater" to ensure proper pump is utilized.
! For soil sampling, circle Surface or Subsurface or complete

Other:_____.

- For sediment sampling, circle Stream, Pond, Estuary, Wetland, or complete Other:_____.
- For soil/sediment sampling, circle expected moisture content: High or Low. **Note: Analytical methods used for high moisture content samples should ensure that DQO-specified dry weight quantitation limits are achieved.**

Section 5:

When multiple matrices will be sampled during a sampling event, complete Sections 5-10 for each matrix and enter the Matrix Code.

- Identify the two-letter matrix code for which the information is provided in sections 5-10.
- Circle the potential uses for sample data such as, site investigation/assessment, PRP determination, removal actions, nature and extent of contamination, human and/or ecological risk assessment, remediation alternatives, engineering design, remedial action, post-remedial action, i.e., quarterly monitoring. A space is available for other potential uses of data.

Section 6:

- Briefly summarize the project DQOs. This section should describe the specific objectives of the sampling event, i.e., to identify health risks to children, ages 1-6, residing on the site who might be exposed to surface soils located in the area, or to characterize the extent of groundwater contamination. Identify the purpose of sampling, the decisions that will be made using the data, action level information, and any related information needed to identify that appropriate analytical and field sampling methods were chosen. Complete the table with the following information: contaminants of concern (COC), COC action levels and analytical method quantitation limits for each COC. **Note: Since this information will be used by data validators to identify potential data usability issues for the user, it is imperative that it is clear and concise.**

Section 7:

- Circle applicable sampling technique(s) used and/or complete "Other" to describe an innovative sampling technique or one that is not listed.
- Identify the SOPs that will be utilized for sample collection. Include SOP name, identification number and revision number and/or date.
- Record the discrete Background sample station location number(s) that will be sampled.
- Circle if samples will be "grab" or "composite".
- To indicate potential "Hot spots" on site, circle Yes or No.

Section 8:

- Identify the field data that will be collected including, ORP, pH, specific conductance, dissolved O_2, temperature, and turbidity. A space is available to indicate other field testing that will be performed.

Section 9:

- If an analytical method does not have a Parameter code (required information in Section 3), then the method title and/or SOP name, method and/or SOP identification number, and method and/or SOP revision date should be included. Attach a separate page if additional space is needed.
- Record the specific parameters required for analysis.

Section 10: **In accordance with Region I QA policy, all data must be validated in accordance with the most recent revision of Part I the "Data Validation Manual: The Data Quality System" of the Region I, EPA-NE Data Validation Functional Guidelines of Evaluating Environmental Analyses.**

- Circle the data validation criteria required by the QAPjP and/or SAP. In most cases, the QAPjP and/or SAP should cite the most recent revision of the Region I, EPA-NE Data Validation Functional Guidelines of Evaluating Environmental Analyses and identify the applicable Functional Guideline criteria procedures that will be used to validate the data: Part II-Volatile/Semivolatile Data Validation Functional Guidelines, Part III-Pesticide/PCB Data Validation Functional Guidelines, and Part IV-Inorganic Data Validation Functional Guidelines.
  If modified criteria or alternate data validation criteria will be utilized, the modified or alternate criteria must be documented in an approved QAPjP and/or SAP as stipulated in Part I, the "Data Validation Manual: The Data Quality System", December 1996 revision of the Region I, EPA-NE Data Validation Functional Guidelines of Evaluating Environmental Analyses, December 1996 revision.
- Circle the Region I Validation Tier that will be used.
- If a partial Tier III data validation is required, then the subset receiving a partial Tier III should be specified (e.g., benzene, VOA, etc).
- Identify the company performing the data validation. Circle either Prime or Subcontractor.

Section 11:

- Record the field sampling contractor company/organization name
- Contract number
- Name of contract
- Work assignment number
- Name and title of person completing Form
- Completion date of the DQO Summary Form

ATTACHMENT B - PART I

Matrix Codes[1]

Aqueous:
DW - Drinking Water
GW - Ground Water
LE - Leachate (includes porewater)
SW - Surface Water
WW - Waste Water (includes scrubber blowdown)

Solid:
SE - Sediment (includes tidal sediments)
SO - Soil

Biota:
BD - Bird Tissue
CF - Crawfish Tissue
FI - Fish (includes whole fish)
MU - Mussel (includes clam, quahog, and oyster tissue)
OF - Offal
PL - Plant
FF - Fish Fillet

Wastes:
AS - Ash (includes incinerator ash and boiler aggregate)
DU - Dust (includes concrete dust and fines)
OI - Oil (includes waste oil)
SL - Sludge
WD - Wood (includes chips, cuttings, and drillings)
WT - Waste (includes both solids and liquids)
ST - Still Bottoms

Miscellaneous:
AR - Air Samples
DN - DNAPLs
LN - LNAPLs
WI - Wipe Samples
PC - Paint Chips
CT - Concrete